



Notice of Vacancy

IPR# 42442

DATE: January 17, 2018

TITLE: Executive Secretary I, Opt 2 (Upward Mobility Title)
OFFICE: Region 2/District 3/Bureau of Program Development
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under direction of the Land Acquisition Section Chief, independently performs secretarial duties functioning within the framework of organizational policies. Performs a variety of complex clerical and technical functions.

TRAINING & EXPERIENCE: Option 2 requires ability to type accurately at 55 wpm. Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college and one year secretarial experience or completion of high school and three years secretarial experience.

UNIT: Land Acquisition Section
LOCATION: 700 East Norris Drive, Ottawa, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-11
SALARY RANGE: \$3,240 - \$4,592
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, February 1, 2018

POSTED FROM: January 19, 2018 **TO:** February 1, 2018

***CURRENT STATE EMPLOYEES:** SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

A handwritten signature in blue ink that reads 'Betty Kochler'.